

EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

Course: E0548 Continuity of Operations (COOP) Planning Program Manager Train-the-Trainer Course

Course Dates:

March 3–5, 2015

Course Length:

This course is three days. Class times generally run from 8:00 a.m. to 5:00 p.m. each day.

Course Description:

This course is based on the guidance to the Federal Executive Branch departments and agencies for developing Continuity of Operations (COOP) Plans and Programs. This course is designed to acquaint experienced COOP practitioners and instructors with the COOP Program Managers course materials. The course will also refresh experienced instructors on instructional methodology and techniques.

Course Objectives:

Upon completion of the course, the participant will be able to:

- Define Continuity of Operations.
- Explain the benefits of developing a viable continuity program.
- Identify the elements of a viable continuity program.
- Identify the processes, resources, and tasks necessary to implement and manage a successful continuity program.

Continuing Education Units (CEUs):

The Emergency Management Institute (EMI) awards 1.8 CEUs for completion of this course.

Pre-course requirements:

Participants must have knowledge of COOP Programs and the Federal Continuity Directives 1 and 2.

EMI recommends that participants complete IS 0547.a, Introduction to Continuity of Operations prior to attending this course.

Target Audience:

This course is recommended for all Federal, state, local, tribal, and territorial government employees who are responsible for managing a Continuity of Operations (COOP) Program.

Location:

Emergency Management Institute
National Emergency Training Center (NETC)
Emmitsburg, Maryland 21727

To Apply:

APPLICATION DEADLINE:

- January 6, 2015

Complete a FEMA Form 119-25-1, General Admissions Application, with student signature and signature of supervisor or sponsoring agency official. Submit the application through the State Emergency Management Training office which will mail, scan, or fax it to:

NETC Admissions Office (Room I-216)
National Emergency Training Center
16825 South Seton Avenue
Emmitsburg, MD 21727-8998
Phone: (301) 447-1035 Fax: (301) 447-1658
Email: netcadmissions@fema.dhs.gov

TRAINING OPPORTUNITY

Scan the QR Code, or click the link to get information on how to apply for EMI courses:



<http://training.fema.gov/Apply/>

Note to Regional Training Managers, Regional Program Managers, and State Training Officers: The FEMA Form 119-25 must be submitted four weeks prior to the course start date.

Application Review:

In order to be evaluated for admission into this course, block #16 on the application form must be completed. Please refer to the student selection criteria listed below and indicate how you meet the requirements based upon your position and experience.

Upon acceptance into the course, NETC Admissions will mail out an Acceptance Letter/Welcome Package outlining travel information, NETC shuttle services, lodging and other logistics. Scan the QR Code, or click the link for a PDF copy of the NETC Welcome Package online:



http://training.fema.gov/EMIWeb/downloads/NETC_Welcome_Package.pdf

Lodging is provided for course participants on the NETC campus. Participants staying overnight on campus are required to purchase a meal ticket for the duration of the training activity. Notify the NETC Transportation Office at least two weeks prior to the course date to reserve a seat.

Call (301) 447-1048, ext. 1113, or email FEMA-netc-housing@fema.dhs.gov.

Notice to Applicants for EMI courses:

Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number. This number will be used in place of the Social Security Number (SSN) on your application form.

The SSN is no longer required.

How do I obtain my FEMA SID number?

Step 1: To register, go to <https://cdp.dhs.gov/femasid>

Step 2: Click on the “Need a FEMA SID” button on the right side of the screen.

Step 3: Follow the instructions and provide the necessary information to create your account.

Step 4: You will receive an email with your SID number. You should save this number in a secure location.

What do I do with this new SID number I have been assigned?

The SID number is used in place of the SSN on your General Admissions Application (FEMA Form 119-25-1).

EMI Point of Contact:

For additional information, contact the course manager, Dan Lubman at (301) 447-1364 or by email at daniel.lubman@fema.dhs.gov.

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